



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall
10 William Street
Monday, November 8, 2021

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Regular Session of 10/25/21
 - b. Work Session of 10/29/21
 - c. Work Session of 11/01/21
2. Application for Special One Day Permit – We Heart Berlin
3. Discussion re: Ping Pong – We Heart Berlin
4. ARPA Public Input Session – Mayor Zack Tyndall
5. 1st reading of Ord: 2021-04 No Smoking in Parks – Town Attorney David Gaskill
6. 1st quarter FY 2022 budget updates – Finance Director Natalie Saleh
7. East Bound Disc Golf – Sean Johnson
8. Request for Proposals:
 - a. Streets - Paving Stevenson, Graham (east), Decatur, and the Stephan Decatur Park walking path – Town Administrator Jeff Fleetwood
 - b. The Branch Street Well #3 Project – Town Administrator Jeff Fleetwood
9. Capital Planning Discussion – Mayor Zack Tyndall
10. Motion 2021-26: Motion approving the amended holiday schedule for 2022 – Deputy Town Administrator Mary Bohlen
11. Town Administrator's Report
12. Departmental Reports
13. Comments from the Council
14. Comments from the Mayor
15. Comments from the Public
16. Comments from the Press
17. Adjournment

****Public Attendance at Meetings**

Per Mayor Zack Tyndall: EFFECTIVE November 2, 2021, face coverings will be OPTIONAL for those in attendance at Mayor and Council Meetings. Meetings will continue to be streamed live to Facebook for viewing purposes only.

Questions and Comments will continue to be received in advance of the meeting:

Written questions will be accepted UNTIL 12:00 PM/NOON on the day of the meeting. Submit to:

- Email: info@berlinmd.gov, please use Meeting Comments as your subject.
- Fax to: 410-641-2316.
- Mail to: Berlin Town Hall, Attn: Meeting Comments, 10 Williams St., Berlin, MD 21811. It is recommended that mail be posted no later than the close of business on the Friday before the meeting to help ensure delivery. The Town of Berlin is not responsible for delays or delivery failures on the part of the USPS or other delivery service.
- Drop off: Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

To access the Meeting via live stream on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, www.berlinmd.gov, or type @berlinmd in the Facebook search bar. No response will be given to questions and comments submitted via Facebook during any meeting including Public Hearings.

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Jeffrey Fleetwood at (410) 641-4002. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.



BERLIN MAYOR AND COUNCIL

Meeting Minutes

Monday, October 25, 2021

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

Present: Mayor Zackery Tyndall, Vice-President Dean Burrell, Councilmembers Troy Purnell, Jack Orris, and Shaneka Nichols.

Absent: Councilmember Jay Knerr.

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Water Resources Director Jamey Latchum, Economic and Community Development Director Ivy Wells, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:00 PM.

1. Approval of the Minutes for:

a. Regular Session of 10.12.21:

On the motion of Councilmember Purnell, second by Vice-President Burrell the Regular Session Minutes of October 12, 2021, were approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Troy Purnell	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr					X
<i>Voting Tally</i>	4				1

2. Presentation of Awards – Mayor Zack Tyndall

- American Municipal Power Awards for the Berlin Electric Department to Tim Lawrence, Alan Parkinson, Caleb Hunter, and Walker Fluhart.
- Maryland Coastal Bays Program Award for Berlin Water Resources to Jamey Latchum and Jeff Fleetwood.
- Local Government Insurance Trust Recognition of 20 years to Jeff Fleetwood and Kelsey Jensen.

3. Proclamations – Mayor Zack Tyndall

- Proclamation 2021-36: Proclaiming November as Family Court Awareness Month
- Proclamation 2021-37: Proclaiming November as Municipal Government Works Month

4. Approval of Heron Park Request for Proposals (RFP)

Mayor Zack Tyndall asked if, aside from some grammatical errors, which will be corrected, anyone has any changes they would like to see made. Councilmember Orris said last meeting's minutes reflected

that Planning Director David Engelhart made a statement that the Mayor wanted verbatim but he did not see it in the RFP; Mayor Tyndall suggested it be added to page seven, 1.6, h. Councilmember Orris also suggested a few minor grammatical changes. Mayor Tyndall then asked if a 120-day response period was fine with everyone, everyone agreed.

On the motion of Councilmember Orris, second by Councilmember Nichols, the RFP with the recommended changes, was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Troy Purnell	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr					X
<i>Voting Tally</i>	4				1

5. Discussion re: paving Stevenson, Graham (east), Decatur, and the Stephan Decatur Park walking path
Town Administrator Jeff Fleetwood said he is seeking approval to have these areas paved and said it would cost approximately \$200,000 total for the streets and walking path. Councilmember Orris asked if the Parks Commission has discussed this; Deputy Town Administrator Mary Bohlen said the Parks Commission really wants to see it fixed, but money has been an issue. Councilmember Orris then asked if it would make flooding worse on the walking path; Mr. Fleetwood said no worse then it already is, they are both impervious surfaces. Councilmember Nichols asked if the cost estimate includes removal and disposal of the old walking path and if the streets, particularly east Graham Avenue, can be done when school is not in-session; Mr. Fleetwood said it does, and yes, they would try to schedule it when school is not in-session. Councilmember Purnell asked what the balance is in impact fees; Mr. Fleetwood said about \$800,000. Vice-President Burrell said he believes there is a consensus of the Council to move forward with drafting a Request for Proposal (RFP) to move forward with this project.
6. Discussion re: The Branch Street Well #3 Project
Town Administrator Jeff Fleetwood mentioned there was a typo in his paperwork for this item and the approximate cost of the new well is \$350,000 not \$35,000. He is seeking approval to prepare an RFP for Well #3 while seeking grant opportunities to pursue a fourth well on the north side of town. Councilmember Orris asked if the funding would come from the ARPA funds; Mayor Tyndall said yes, there is not a suitable payment method besides ARPA funds. Vice-President Burrell asked how long the process would take after a contractor is approved; Mr. Fleetwood said 90-days. Councilmember Nichols commented that the ARPA funds have been allocated for several things but there has not been a formal plan discussion between the group; Mayor Tyndall said there will be a listening session at the next meeting along with capital needs. Mayor Tyndall said he believes there is a consensus of the Council to move forward with drafting an RFP to move forward with this replacement project.
7. Berlin Fire Company and Berlin Emergency Medical Services Quarterly Presentation
President David Fitzgerald and Fire Chief RJ Rhode presented the Fire Company information followed by the Emergency Medical Services information. Mayor Tyndall asked if it was possible to get their ARPA requests and pricing estimates by November 3rd, Mr. Fitzgerald said it may be a little tight for time. The Council requested that they put their ARPA requests in a formal letter so it is clear what would be funded without the use of acronyms.

8. Town Administrator's Report – Jeffrey Fleetwood

- a. Mr. Fleetwood reported the dates for bulk pick up and yard waste collection which can be found on the Town's Website, he also mentioned that Worcester County will do their Hazardous Waste Collection on November 27th. He mentioned that both park pavilion roofs have been completed and the planning building is next. Councilmember Nichols reminded residents that all trash must fit into the waste wheelers, or it will not be picked up; however, additional cans can be purchased from the Town if needed.

9. Departmental Reports:

- a. Economic and Community Development Director – Ivy Wells

Ms. Wells said the Welcome Center lot mural will begin in the next few weeks. The Christmas Tree has been selected. She is on the Board for the Lower Shore Workforce Alliance, and they will launch soon. Mr. Fleetwood added that the fireworks cost increased by \$800 and Mayor Tyndall thought we could ask for donors for the difference.

- b. Planning and Zoning Director – David Engelhart

Mr. Engelhart reported that there is a request to rezone a parcel of property from B2 to R4 that will be a topic of discussion at the next Planning Meeting, and they will make their recommendation to the Mayor and Council and a Public Hearing would be scheduled for December 13, 2021. Discussion ensued regarding who residents should contact to voice their opinions and it was determined that comments or concerns can be emailed to info@berlinmd.gov up until the close of business on the day of the hearing.

- c. Electric Utility Director – Tim Lawrence

Mr. Lawrence said they have been working on tree lighting. Two of the four reclosures at Powerplant have been sent off to be refurbished. They installed a new underground service. There will be a schedule outage at the Verizon building from 12 am – 6 am on November 3rd. Lastly, Meter reading will begin tomorrow. Resident Marie Velong asked about cable wire inspections because several wires around town look unsafe and sloppy; Mr. Lawrence said he will contact Jim Jarmon, David Door, and Brian Evans, all of whom are contractors that deal with the phone and cable wires, to see if they can inspect their wires.

- d. Police Chief – Arnold Downing

Chief Downing attended the Maryland Chief and Sheriff annual conference last week where they discussed police reform and retention. Homecoming and Love Day were a huge success. He has been working on paperwork for the Community Policing Program. Lastly, they received a grant for retention and advertising. Vice-President Burrell asked how many open positions currently exist in the department; Chief Downing said only one, but a second one will open soon.

- e. Finance Director – Natalie Saleh

Ms. Saleh said she is reviewing the first quarter financial performance and will present it at the next meeting. PKS is wrapping up the FY 2021 audit. She is beginning to plan for the FY 2023 budget. Energy assistance program letters will be going out with bills next week. If you need assistance with electric, water, or rental assistance please contact customer service. Jean Holloway will be presenting at the November 1st work session. Lastly, she needs to begin reporting for ARPA funds and stressed the importance of planning for allocation as soon as possible.

f. Water Resources Director – Jamey Latchum

Mr. Latchum said they will perform meter reads this week, please clear the area so the techs can find them.

g. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen said the parks commission will meet Tuesday. The glow walk will take place on November 5th and they are still looking for volunteers; Councilmember Nichols asked if high school students can receive volunteer hours for that; Ms. Bohlen said yes. Councilmember Nichols then informed Ms. Bohlen that a basketball net at Henry Park has ripped.

10. Comments from the Council:

Vice-President Burrell informed everyone that if you see something like a ripped basketball net to inform Town Administrator Jeff Fleetwood as soon as possible so he can direct staff to make the repair. He also added that if you need energy assistance you can call Shore Up directly at 410-749-1142.

Councilmember Purnell made a Motion to change the half-day Christmas Eve holiday on December 23rd and the New Year's Eve holiday on December 30th to full day holidays from here on out starting with 2021.

On the motion of Councilmember Purnell, second by Vice-President Burrell, the Motion to change the Christmas Eve holiday on December 23rd and the New Year's Eve holiday on December 30th to full day holidays from here on out starting with 2021, was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Troy Purnell	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr					X
<i>Voting Tally</i>	4				1

Deputy Town Administrator Mary Bohlen said she will bring the current holiday schedule with the approved amendments to the next Council Meeting for approval. Mayor Tyndall said he would like to see a Handbook Policy amendment as well.

Councilmember Orris wished Councilmember Knerr a speedy recovery. He also pointed out that Jim Meckley and Robin Tomaselli were both recognized for their volunteerism, and he wanted to thank them for all they do for the community. He wished everyone a safe and happy Halloween. He asked if committee members were still needed; Mayor Tyndall said he has not received anymore interest. Lastly, he pointed out that it is getting darker earlier and Town streets are narrow, so please watch your speeds.

11. Comments from the Mayor:

Mayor Tyndall said there will be an ARPA public listening session on November 8th at the Mayor and Council Meeting and they will also discuss the capital plan.

12. Comments from the Public

Resident Marie Velong said the paving at the Berlin Fire Company and at the walking path should both be pervious surfaces and not asphalt. Mayor Tyndall said he cannot speak to the Fire Company, but accommodations are being made to help with any potential water issues at the park.

13. Comments from the Press – none.

14. Adjournment:

On the motion of Vice-President Burrell, second by Councilmember Purnell, the Mayor and Council meeting was adjourned at approximately 8:55PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Troy Purnell	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr					X
<i>Voting Tally</i>	4				1

Respectfully Submitted,



Kelsey Jensen
Administrative Manager



BERLIN MAYOR AND COUNCIL
Meeting Minutes-Work Session
Friday, October 29, 2021

1:45 PM WORK SESSION – Berlin Town Hall Conference Room

Present: Mayor Zack Tyndall, Councilmembers Shaneka Nichols, Jack Orris and Troy Purnell.

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Economic and Community Development Director Ivy Wells.

At approximately 1:48 PM, the Mayor and Council met in open session to conduct a work session regarding Heron Park. Maryland Department of Natural Resources representatives Secretary Jeannie Haddaway-Ricco and Special Advisor to the Secretary Bunky Luffman were also present during the meeting.

Mayor Tyndall introduced Town staff and elected officials and in turn introduced the DNR representatives. There was discussion regarding Heron Park and the hopes that the Town and DNR could collaborate going forward with potential uses of the property. Due to inclement weather, there was not an actual on-site visit to the park.

No action of any type was taken during this meeting.

The meeting adjourned at approximately 2:10 PM.

Respectfully Submitted-



Jeff Fleetwood
Town Administrator



BERLIN MAYOR AND COUNCIL
Meeting Minutes-Work Session
Monday, November 1, 2021

6:00 PM WORK SESSION – Berlin Town Hall Council Chambers

Present: Mayor Zackery Tyndall, Vice-President Dean Burrell, Councilmembers Troy Purnell, Jack Orris, Shaneka Nichols, and Jay Knerr.

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Water Resources Director Jamey Latchum, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

Mayor Tyndall called the meeting to order at approximately 6:00 PM. Southeast Rural Community Assistance Project (SERCAP) representative Jean Holloway was also present during the meeting.

Ms. Holloway presented her water and wastewater analysis and made several recommendations including, replacement of meters and software, replacement of infrastructure, adjustment of rate structure, billing based on usage, conducting a water audit, annual reviews, and most importantly, she strongly recommended a comprehensive asset management plan put in place. She said it is important to have a comprehensive asset management plan in place and a capital improvement plan in place, which should detail reserve amounts, she recommends a percentage in reserves, not a fixed amount and it should be based on operating costs.

Lengthy discussion ensued regarding aging infrastructure, aging equipment, technology compatibility issues, possible ways to pay for the needed equipment/software upgrades, an approach to phasing in new meters, and new regulations that will soon be implemented on water.

Mayor Tyndall asked if Davis, Bowen & Friedel, Inc., could evaluate and monitor rates similar to what Booth and Associates, Inc., does for the Electric Department; Ms. Holloway said that is something SERCAP can do for free.

Ms. Holloway also mentioned that she will be hosting an online training geared towards elected officials on safe water act compliance and she will be happy to share the link.

Councilmember Orris pointed out that EDU rates have been discussed and Ms. Holloway said they were too low, what did she feel the rate should be set at as far as wastewater; Ms. Holloway said she would send those figures via email to Mr. Fleetwood for him to share.

The Council thanked Ms. Holloway for her efforts in bringing these issues to the Council, they said they are now more knowledgeable about what steps need to be taken to rectify the problems faced in water and wastewater and they thanked Town staff for working so closely with her to make this happen.

No action of any type was taken during this meeting.

On the motion of Vice-President Burrell, the Mayor and Council meeting was adjourned at approximately 7:38 PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Troy Purnell	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

Respectfully Submitted-



Kelsey Jensen
Administrative Manager



BOARD OF LICENSE COMMISSIONERS FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET – ROOM 1201
SNOW HILL, MARYLAND 21863
PHONE: 410-632-1908, EXTENSION 1120
Email: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL ONE DAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE ACTS
OF THE GENERAL ASSEMBLY OF MARYLAND AT ITS 1967 SESSION

Date of Application: 8/25/2021
Name of Applicant: We Heart Berlin Inc.
Address of Applicant: 302 Bay St Berlin, MD 21811
Telephone: 410 422 7535 Email: tonyweeg@gmail.com
Location for which Permit is sought: Berlin, MD. Downtown Main St.
10:00 PM
Hours Requested: PM - 12:30 am
Election District No.: 38B
Convention or Group for which Permit sought: NYE Berlin 2021
New Year's Eve Ball Drop
Date for which Permit sought: 12/31/21 - 1/1/22
If within incorporated town, has the Mayor & Council approved issuance of Permit? Yes

() Beer: \$100 per day (X) Beer-Wine: \$100 per day () Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)

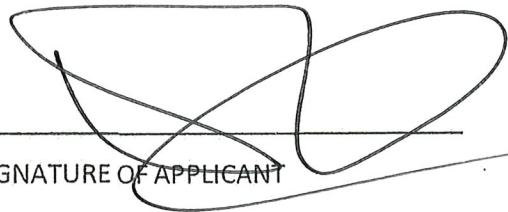
APPLICATION FOR SPECIAL ONE DAY PERMIT

1. Must purchase beer & wine from licensed WHOLESALERS.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer and wine that the organization has purchased from licensed Maryland Wholesalers is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Tony Weeg
President / CEO We Heart Berlin, Inc.

PRINTED NAME OF APPLICANT



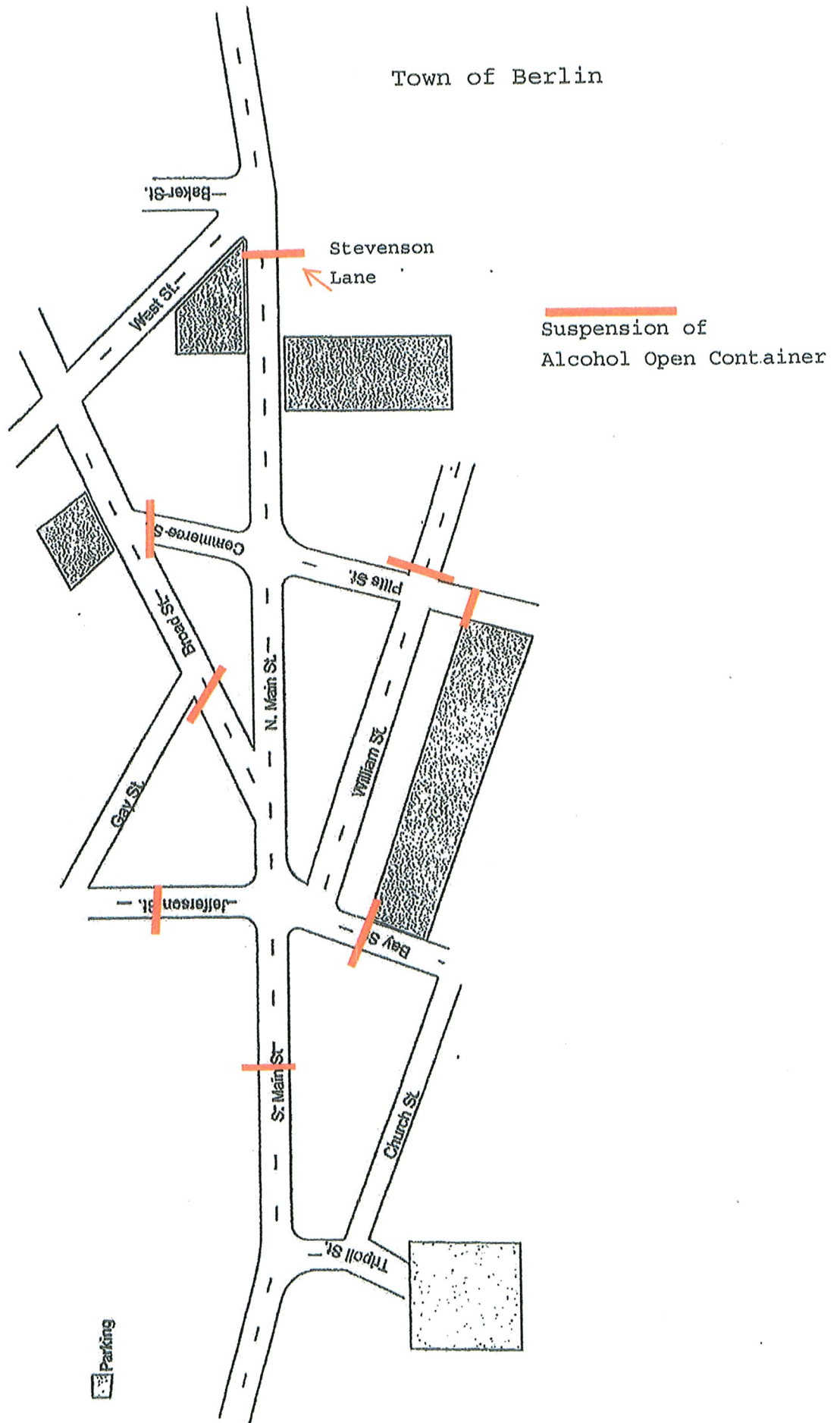
SIGNATURE OF APPLICANT

10/18/21

DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)

Town of Berlin





STAFF REPORT

TO: Mayor and Council

FROM: Deputy Town Administrator Mary Bohlen

MEETING DATE: November 3, 2021

SUBJECT: Proposal for Table Tennis at Burbage Park

SUMMARY

Tony Weeg and Brian Robertson of We Heart Berlin, Inc. appeared before the Parks Commission at their meeting on Tuesday, November 2, 2021, to seek support for moving forward with the proposed Tennis Table(s) installation at Burbage Park. Mr. Weeg indicated that, due to current delays being experienced by many industries, he would like to proceed with ordering the tables at this time to be stored pending final approval of layout/design plans for the park.

Ms. Bohlen noted that, while support had been given for the project, the Mayor and Council would have final approval over the actual implementation of the project.

ADDITIONAL INFORMATION

In addition to information provided for this meeting, We Heart Berlin, Inc. has previously provided the following documents:

1. We Heart Berlin, Inc. Mission Statement
2. Board of Directors list
3. Verification of Business in Good Standing
4. Articles of Incorporation
5. Bylaws
6. Designation as a 501(c)(3) entity

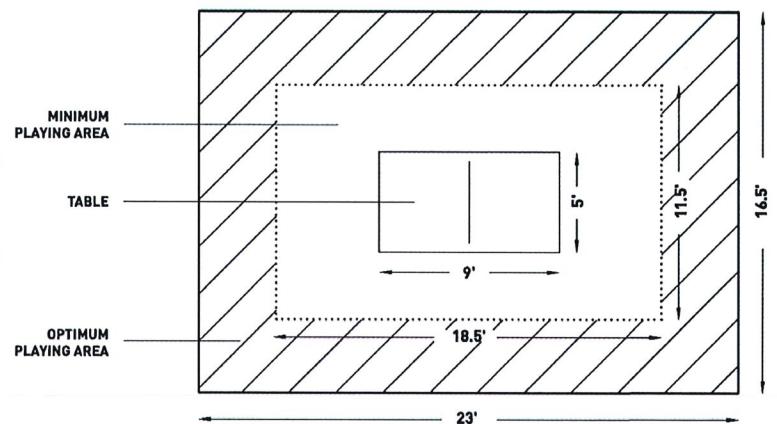
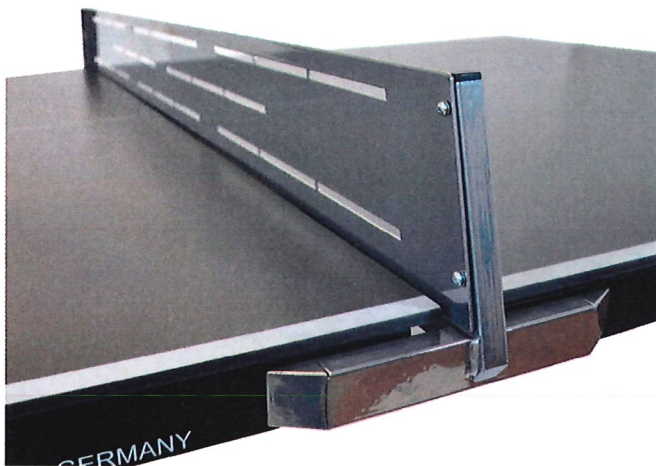
PARKS COMMISSION RECOMMENDATION

The Parks Commissions recommendations include:

- a. Ensuring that the final design addresses stormwater mitigation; particularly to avoid water flow toward the street or toward the Power Plant.
- b. Addressing future maintenance
- c. Addressing parking

The Commission also strongly recommends a binding agreement between We Heart Berlin and the Town addressing the particular concerns as expressed.

TABLE INFO FOR TABLE TENNIS PARK



Absolutely weatherproof, heavy and pure 10mm melamine top with anti-glare coating for excellent playing characteristics

Double strengthened edges and underside of table top with 2" (50mm) wide galvanized tubular steel frame and crossbars

Robust 4" (10cm) wide rectangular steel legs are hot-dip galvanized and with a chrome look powder coat finish

5/32" (4mm) thick permanent steel net and net posts are hot-dip galvanized and with a chrome look powder-coat finish

Fully stationary with anchor ready feet (anchor bolts included)

All the benefits of an immovable concrete table with bounce and play of a high quality table

Ideal for parks, campgrounds and any institutional setting

Simple 16 bolt assembly for attaching the table legs to the frame

10 year limited warranty on the table tops and 3 years on remaining components

Burbage Park Tennis Table Park

Roughly 20' x 14' Concrete Pads

9' x 5' tables

Roughly 24' x 2ft' high brick walls

Parking area

7179-000

Description:

EDEN OUTDOOR TT TABLE

Setup Weight:

280 lbs

Package Length/Width/Height:

63 x 56 x 9 inches

Package Weight:

432 lbs

Commercial Warranty:

10 YEAR TOP 3 YEAR FRAME

Residential Warranty:

10 YEAR TOP 3 YEAR FRAME

Weight Limit:

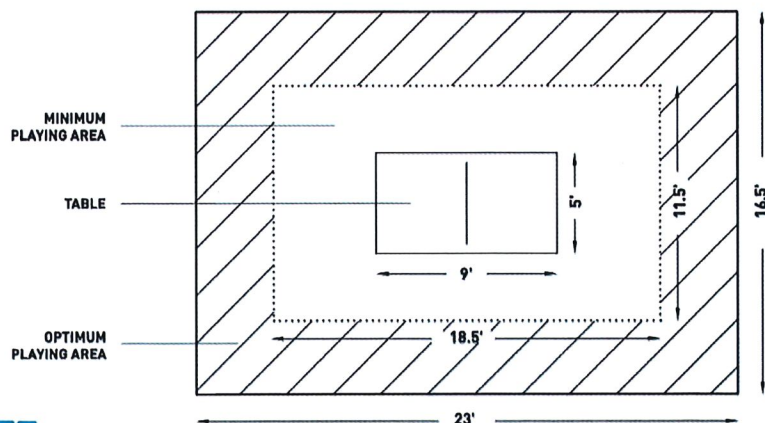
200 lbs

Assembly Required:

Yes

Ship Via:

Truck





American Rescue Plan Act (ARPA) Compliance



Eligible Uses

- Public Health and Economic Impacts.
 - COVID-19 expenditures or negative economic impacts of COVID-19
- Revenue Replacement.
 - Revenue replacement for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, relative to revenues collected in the most recent fiscal year prior to the emergency.
- Premium pay for essential workers.
 - Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers.
- Investment in necessary water, sewer, and broadband infrastructure.

ARPA Funds Expended and Obligated

Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have obligated the funds by such date.

31 Dec. 2024

31 Dec. 2026

The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.



When will Town of Berlin receive Funds?

- Funding will be released to state and local governments by Treasury in two disbursements. Half the funding each unit is entitled to will be released under the first disbursement beginning May 10, 2021; and the second half of funds will be released under the second disbursement one year after the disbursement of the first part.
- Town of Berlin has received \$ 2,397,136.35 on July 12, 2021, of total \$4,794,272.70 allocation.

ORDINANCE 2021-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 22, TITLED PARKS AND RECREATION, ARTICLE III, SECTION 22-49, TITLED RULES AND REGULATIONS, TO PROHIBIT SMOKING IN TOWN PARKS.

BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT CHAPTER 22, ARTICLE III, SECTION 22-49 BE AMENDED AS FOLLOWS:

Sec. 22-49. - Rules and regulations.

The rules and regulations for the use of the parks are as set forth herein:

- (1) The washing, waxing, cleaning or repairing of any type of motor vehicle shall be prohibited in the parks.
- (2) The operation and/or parking of unauthorized motor vehicles as defined herein in any area of the parks not designated as a parking area or otherwise authorized by the police department of the town or its authorized agents shall be prohibited.
- (3) All applicable provisions of chapter 4, animals, shall apply.
- (4) No motor vehicle shall be parked in the parks, whether in the parking areas or otherwise, overnight.
- (5) No mobile home or any other type of structure shall be used for sleeping in the parks, including the parking areas thereof, without permission being obtained from the Mayor and Council.
- (6) No open container of alcoholic beverages shall be possessed in any of the parks, unless explicitly approved in advance by the Mayor and Council as part of an organized special event. The organizer of said event shall be responsible for obtaining any additional permitting required by Worcester County or the State of Maryland regarding the possession, distribution/sale, and/or consumption of alcohol.
- (7) SMOKING OR VAPING OF TOBACCO PRODUCTS, MEDICAL MARIJUANA POSSESSED BY LEGAL PRESCRIPTION, ILLEGAL SUBSTANCES OR ANY OTHER SUBSTANCES SHALL BE PROHIBITED IN ALL TOWN OWNED PUBLIC PARKS.

(8) ~~(7)~~ The following parks facilities are available for reservation upon completion of a park reservation form and by payment of associated fees as established by the Mayor and Council and detailed on the park reservation form:

- a. The pavilion at Stephen Decatur Park during regular park hours.
- b. One or more of the tennis courts at Stephen Decatur Park during the hours as set forth in section 22-48.
- c. The pavilion at Dr. William Henry Park during regular park hours.
- d. One or more of the basketball courts at Dr. William Henry Park during regular park hours. Individuals or organizations desiring to reserve these facilities must complete a reservation form as provided by the Town of Berlin and make payment of associated fees, which shall be established by the Mayor and Council and set forth on the reservation form. Fees shall be waived only by the express permission of the Mayor and Council or, in the case of reservation by a certified non-profit agency or organization, by the town administrator upon request and with verification of non-profit status.

Reservation of the above facilities takes precedence over any other use. If no prior reservation of any of the above named facilities exists, all facilities are available on a first-come-first-served basis.

(9) ~~(8)~~ Organizers of special events shall file a special event application and any associated documents as appropriate a minimum of 60 days prior to the scheduled event. Such application shall be subject to review and approval by the Mayor and Council.

(10) ~~(9)~~ Special events must be free to all attendees unless a business use of park form, along with all other appropriate documentation, has been submitted and explicitly authorized by the Mayor and Council.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2021, and thereafter a statement of the substance of the Ordinance having been published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this ____ day of _____, 2021, by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ in favor, to _____ opposed, with _____ abstaining.

Dean Burrell, Vice-President

Approved on this _____ day of _____, 2021 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the _____ day of _____, 2020.

Zachery Tyndall, Mayor

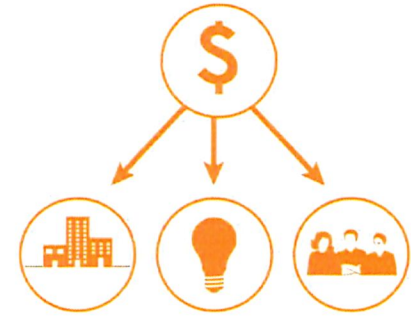
ATTEST: Jeffrey Fleetwood, Town Administrator



Town of Berlin, Maryland

FY 2022 FIRST QTR FINANCIAL OVERVIEW

General Fund



The General Fund is the general operating fund of the Town.

General Fund – used to account and report all the financial resources not accounted for and reported in other funds. It includes all transactions for general governmental services.

Revenues are derived primarily from:

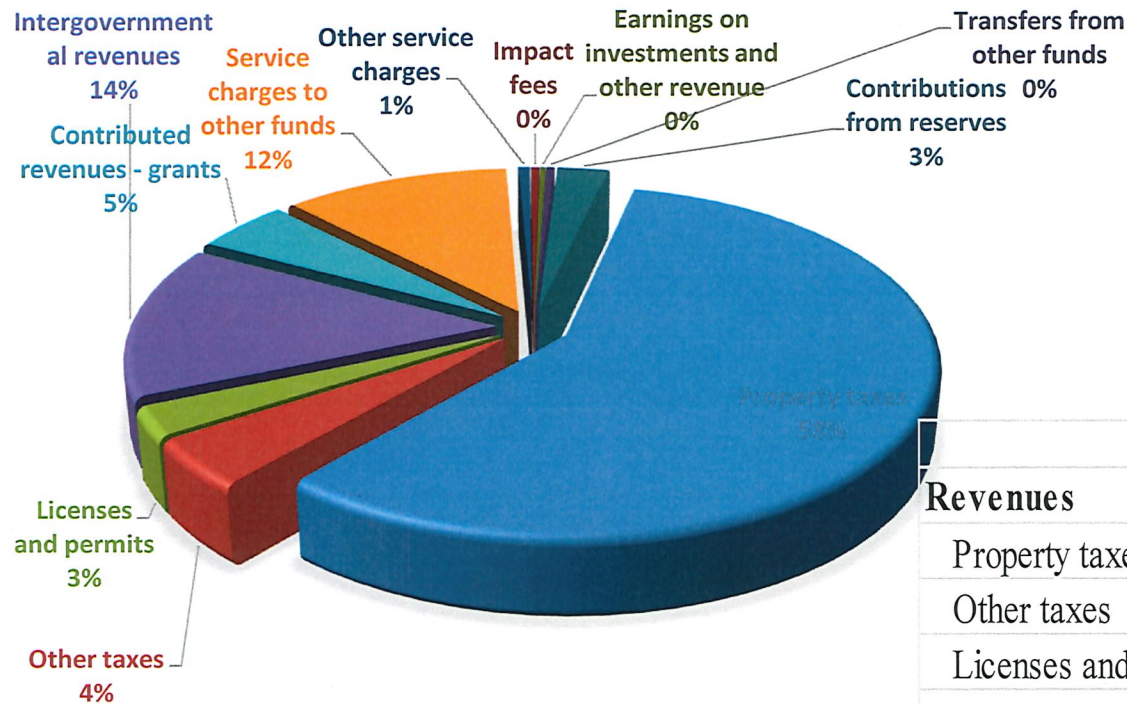
- Taxes, grants, licenses and permit fees, intergovernmental revenues (highway user revenue, slots revenue).

Resources generated by fund are spent for general government and in accordance with the annual appropriated budget approved by Mayor and Council.

FINANCIAL HIGHLIGHTS GENERAL FUND
FY 2022 FIRST QUARTER ENDED SEPTEMBER 30, 2021

	FY 2022					FY 2021
			July-September			Jul-Sept
	Budget	Actual	Diff \$	Diff %		Actual
Revenues						
Property taxes	\$ 4,136,810	\$ 2,624,057	1,512,753	-37%	\$	2,282,482
Other taxes	320,000	16,587	303,413	-95%		167,661
Licenses and permits	193,000	13,306	179,694	-93%		25,038
Intergovernmental revenues	1,018,005	584,844	433,161	-43%		543,477
Contributed revenues - grants	346,750	2,287,136	(1,940,386)	560%		-
Service charges to other funds	830,281	207,570	622,711	-75%		115,508
Other service charges	42,750	20,274	22,476	-53%		12,825
Impact fees	30,000	-	30,000	-100%		2,000
Earnings on investments and other revenue	20,000	15,721	4,279	-21%		13,443
Transfers from other funds	30,000	-	30,000	-100%		-
Contributions from reserves	186,810	-	186,810	-100%		-
Total revenues	\$ 7,154,406	\$ 5,769,495	1,384,911	-19%	\$	3,162,434

General Fund Budgeted Revenues by Source



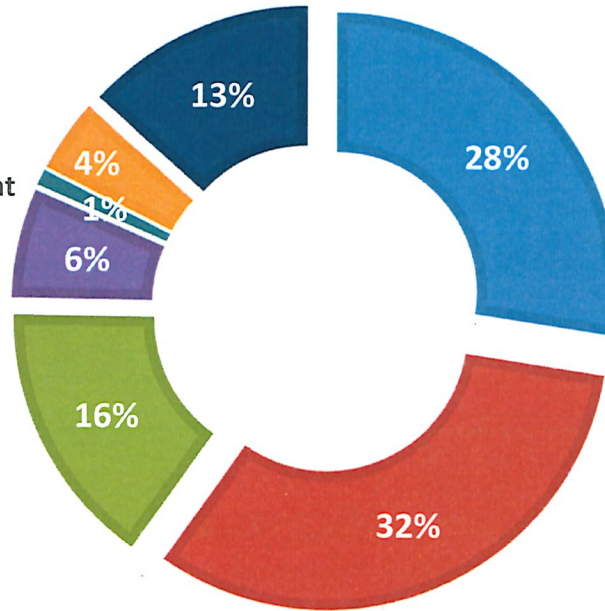
Revenues	2022 Budget	
	\$	%
Property taxes	4,136,810	57.8%
Other taxes	320,000	4.5%
Licenses and permits	193,000	2.7%
Intergovernmental revenues	1,018,005	14.2%
Contributed revenues - grants	346,750	4.8%
Service charges to other funds	830,281	11.6%
Other service charges	42,750	0.6%
Impact fees	30,000	0.4%
Earnings on investments and other revenue	20,000	0.3%
Transfers from other funds	30,000	0.4%
Contributions from reserves	186,810	2.6%
Total revenues	7,154,406	100.0%

FINANCIAL HIGHLIGHTS GENERAL FUND
FY 2022 FIRST QUARTER ENDED SEPTEMBER 30, 2021

	FY 2022				FY 2021
		July-September			Jul-Sept
	Budget	Actual	Diff \$	Diff %	Actual
Expenditures					
General government	1,968,245	383,620	1,584,625	-81%	230,311
Public safety	2,311,812	755,849	1,555,963	-67%	553,559
Public works	1,106,185	225,294	880,891	-80%	155,817
Planning and community development	452,567	102,016	350,551	-77%	53,329
Recreation and parks	64,910	25,377	39,533	-61%	12,375
Debt service	301,187	11,714	289,473	-96%	12,425
Capital outlay	949,500	335,213	614,287	-65%	452,579
Total expenditures	\$ 7,154,406	\$ 1,839,083	5,315,323	-74%	\$ 1,470,395
Net change in fund balance	\$ -	\$ 3,930,412			\$ 1,692,039
ARPA Grant Contributed Revenues		(2,287,136)			
Net change in fund balance as of 09/30/21	\$	\$ 1,643,276			

GENERAL FUND FY 22 BUDGETED EXPENSES BY CATEGORY

- General government
- Public safety
- Public works
- Planning and community development
- Recreation and parks
- Debt service
- Capital outlay



Expenditures	2022 Budget	
	\$	%
General government	1,968,245	27.5%
Public safety	2,311,812	32.3%
Public works	1,106,185	15.5%
Planning and community development	452,567	6.3%
Recreation and parks	64,910	0.9%
Debt service	301,187	4.2%
Capital outlay	949,500	13.3%
Total expenditures	7,154,406	100.0%

**CHANGES IN GENERAL FUND BALANCE
FY 2022 FIRST QUARTER ENDED SEPTEMBER 30, 2021**

	FY 2022		FY 2021	
	July-September		Jul-Sept	
	Actual		Actual	
Fund balances, end of September				
Nonspendable (due to/due from other funds)	\$	1,684,137	\$	3,375,304
Restricted (slots)		96,692		121,481
Committed (impact fees)		802,857		614,654
Assigned (insurance and community center)		931,948		758,804
Unassigned		1,643,276		1,692,039
Total fund balances, end of September	\$	5,158,910	\$	6,562,282

General Fund Balance

Nonspendable fund balance - amounts that cannot be spent because they are either not in a spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

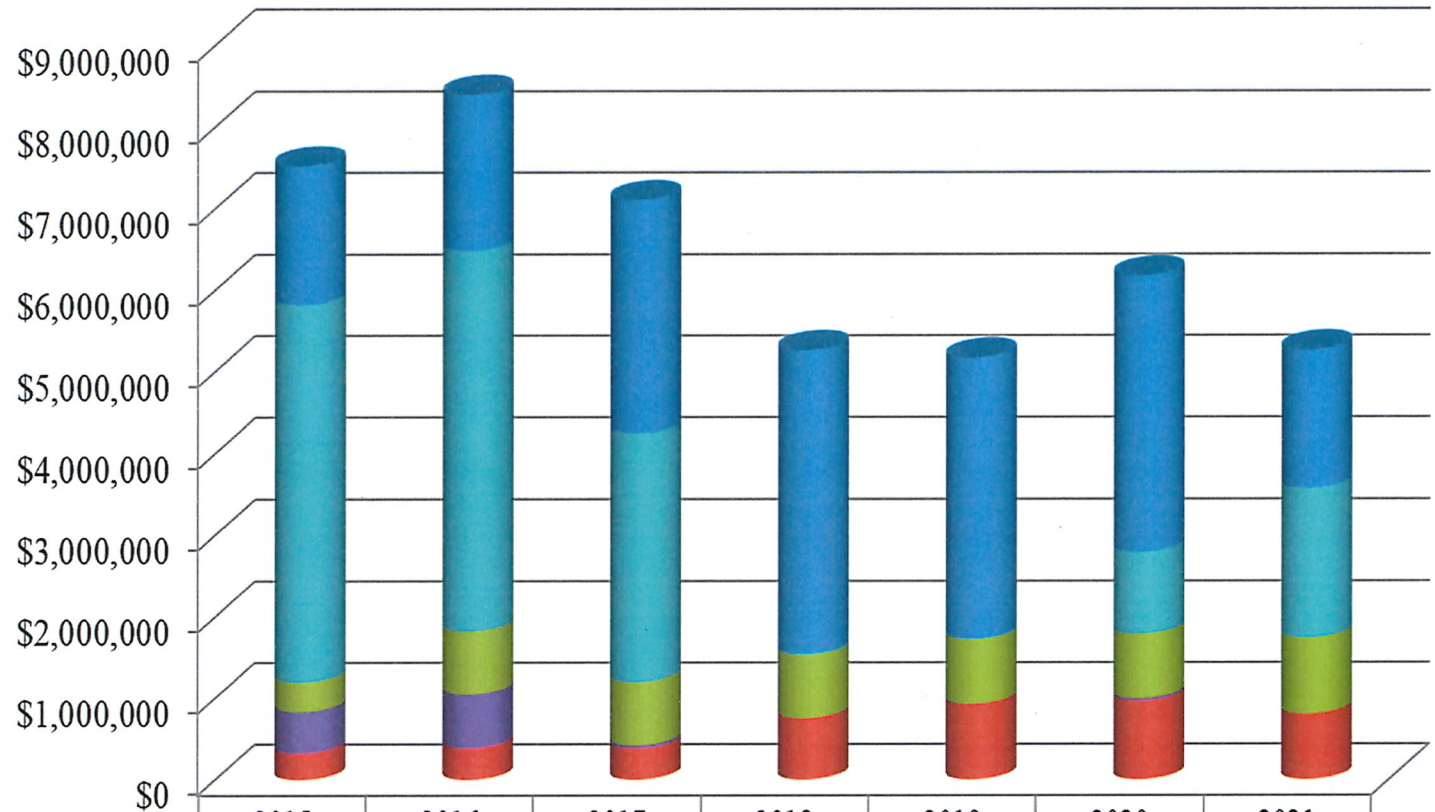
Restricted fund balance - amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher levels of government), or imposed by constitutional provisions or enabling legislation.

Committed fund balance - amounts that can be spent only for specific purposes determined by a formal action of the Mayor and Council.

Assigned fund balance - amounts the Mayor and Council intend to use for specific purposes that do not meet the criteria to be classified as restricted or committed.

Unassigned fund balance - amounts that are available for any purpose; these amounts can be reported only in the Town's General Fund.

General Fund Balance



	2015	2016	2017	2018	2019	2020	2021
■ Nonspendable (Due from other funds)	1,703,469	1,912,242	2,853,376	3,703,396	3,430,930	3,375,304	1,684,137
■ Unassigned	4,618,214	4,659,485	3,049,111	21,927	15,782	1,008,044	1,836,332
■ Assigned (Health, comm. cntr, stabilization, police)	363,843	773,305	775,247	777,201	790,676	791,005	931,471
■ Restricted (slots)	505,721	663,568	39,082	2,407	4,233	32,886	1,277
■ Committed (impact fees)	325,810	383,769	383,769	750,414	921,293	961,743	802,215

General Fund Balance as of September 30, 2021

■ <u>Nonspendable</u>	<u>\$ 1,684,137</u>
Due from Sewer and Storm Water Funds-reduced by half in FY'21	
■ <u>Restricted</u>	<u>96,692*</u>
Slot revenues – limitations on how monies can be spent by higher level of government. *Balance as of 09/30/2021	
■ <u>Committed</u>	<u>802,215</u>
Impact fees – limitations on how monies can be spent placed by M&C by ordinance.	
■ <u>Assigned</u>	<u>931,948</u>
Health care, community center – M&C assigned specific purposes for the funds.	
■ <u>Unassigned</u>	<u>1,643,276</u>
Amount available for spending in the event of unexpected contingencies.	
<u>Total fund balance FYE 2021</u>	<u>\$ 5,158,910</u>

General Fund Capital Projects and Assets FY 2022 as of September 30, 21

Police:

Chevrolet Tahoe (2)	\$ 79,713
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Streets

Elgin Street Sweeper	\$ 249,000
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Power Washer	\$ 6,500
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FINANCIAL HIGHLIGHTS ELECTRIC FUND
FY 2022 FIRST QUARTER ENDED SEPTEMBER 30, 2021

	2022				2021
	July-September				Jul-Sept
	Budget	Actual	Diff \$	Diff %	Actual
Revenues					
Operating revenues					
Charges for services	\$ 5,213,554	\$ 911,918	4,301,636	-83%	\$ 1,041,020
Sales and Services	88,000	12,136	75,864	-86%	24,236
Interest on delinquent accounts	20,000	8,034	11,966	-60%	(2,343)
Miscellaneous	1,700	56	1,644	-97%	571
Total operating revenues	\$ 5,323,254	\$ 932,144	4,391,110	-82%	\$ 1,063,484
Operating expenses					
Purchased power	2,112,284	600,047	1,512,237	-72%	641,451
Personnel expenses	1,074,908	300,196	774,712	-72%	171,253
Supplies and operating	730,740	64,663	666,077	-91%	71,966
Professional services	110,000	27,367	82,633	-75%	18,918
Contracted services	69,720	1,640	68,080	-98%	87,356
Insurance	25,650	23,200	2,450	-10%	22,000
Repairs and maintenance	51,400	7,975	43,425	-84%	6,292
General overhead	391,557	97,889	293,668	-75%	93,759
Debt service	473,995	30,620	443,375	-94%	35,899
Capital outlay	283,000	1,244	281,756	-100%	73,771
Total operating expenses	\$ 5,323,254	\$ 1,154,841	4,168,413	-78%	\$ 1,222,665
Operating income (loss) as of 09/30/21	\$ -	\$ (222,697)			\$ (159,181)

FINANCIAL HIGHLIGHTS WATER FUND
FY 2022 FIRST QUARTER ENDED SEPTEMBER 30, 2021

	FY 2022				FY 2021
	July-September				Jul-Sept
	Budget	Actual	Diff \$	Diff %	Actual
Revenues					
Operating revenues					
Water service	\$ 670,000	\$ 131,404	538,596	-80%	\$ 134,826
Service charges	27,100	5,576	21,524	-79%	4,035
Special connection fees	150,450	-	150,450	-100%	6,225
Sales and Services	20,000	117	19,883	-99%	2,410
Interest on delinquent accounts	5,600	2,223	3,377	-60%	(558)
Miscellaneous	64,600	12,920	51,680	-80%	17,565
Total operating revenues	\$ 937,750	\$ 152,240	785,510	-84%	\$ 164,503
Operating expenses					
Personnel expenses	367,854	88,892	278,962	-76%	56,073
Supplies and operating	172,584	29,625	142,959	-83%	13,924
Contracted services	22,600	6,114	16,486	-73%	2,860
Insurance	10,125	9,640	485	-5%	9,230
Repairs and maintenance	82,500	46,089	36,411	-44%	36,232
General overhead	167,087	41,765	125,322	-75%	38,993
Capital outlay	115,000	23,368	91,632	-80%	35,495
Total operating expenses	\$ 937,750	\$ 245,493	692,257	-74%	\$ 192,807
Operating income (loss) as of 09/30/21	\$ -	\$ (93,253)			\$ (28,304)

FINANCIAL HIGHLIGHTS SEWER FUND

FY 2022 FIRST QUARTER ENDED SEPTEMBER 30, 2021

	FY 2022					FY 2021
			July-September			Jul-Sept
	Budget		Actual	Diff \$	Diff %	Actual
Revenues						
Operating revenues						
Sewer service	\$ 1,900,000	\$	381,673	1,518,327	-80%	\$ 390,732
Service charges	104,000		17,423	86,577	-83%	17,935
Special connection fees	416,874		-	416,874	-100%	16,261
Sales and Services	2,000		-	2,000	-100%	5,155
Hauler fees	100,000		175,855	(75,855)	76%	33,322
Interest on delinquent accounts	10,500		6,612	3,888	-37%	(2,176)
Miscellaneous	100		-	100	-100%	7
Total operating revenues	\$ 2,533,474	\$	581,563	1,951,911	-77%	\$ 461,237
Operating expenses						
Personnel expenses	792,981		205,438	587,543	-74%	115,385
Supplies and operating	395,879		75,370	320,509	-81%	62,257
Professional services	1,000		-	1,000	-100%	-
Contracted services	22,100		20,771	1,329	-6%	6,294
Insurance	22,677		20,600	2,077	-9%	19,194
Repairs and maintenance	67,500		6,739	60,761	-90%	15,825
General overhead	271,679		67,916	203,763	-75%	66,378
Debt service	592,158		53,953	538,205	-91%	58,657
Capital outlay	57,500		1,400	56,100	-98%	10,948
Total operating expenses	\$ 2,223,474	\$	452,187	1,771,287	-80%	\$ 354,938
Contribution to capital reserve	300,000		-			-
Transfers to general fund	10,000		-			-
Operating income (loss) as of 09/30/21	\$ -	\$	129,376			\$ 106,299

Water Resources Funds Capital Assets FY 22 as of September 30, 21

Water Fund

Distribution Department

Harrison Ave Water Valves \$23,368

Sewer Fund

Collection Department

346 East Lift Station \$1,400

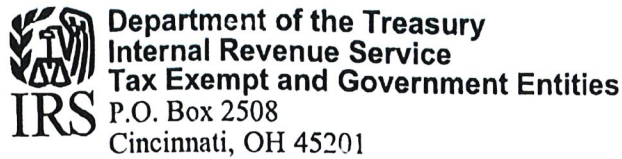
FINANCIAL HIGHLIGHTS STORM WATER FUND
FY 2022 FIRST QUARTER ENDED SEPTEMBER 30, 2021

	FY 2022				FY 2021
			July-September		Jul-Sept
	Budget	Actual	Diff \$	Diff %	Actual
Revenues					
Operating revenues					
Service charges	\$ 182,200	\$ 33,384	148,816	-82%	\$ 40,964
Contributed revenues - grants	110,000	110,000	0	0%	0
Interest on delinquent accounts	500	173	327	-65%	(206)
Miscellaneous	50	0	50	-100%	7
Total operating revenues	\$ 292,750	\$ 143,557	149,193	-51%	\$ 40,765
Operating expenses					
Personnel expenses	108,355	26,917	81,438	-75%	15,155
Supplies and operating	25,205	4,718	20,487	-81%	4,448
Professional services	22,000	4,693	17,307	-79%	1,600
Contracted services	5,680	129	5,551	-98%	4,836
Insurance	1,510	1,200	310	-21%	935
Capital outlay	110,000	0	110,000	-100%	0
Total operating expenses	\$ 272,750	\$ 37,657	235,093	-86%	\$ 26,974
Transfers to general fund	20,000	-			-
ARPA Grant Contributed Revenues	-	(110,000)			-
Operating income (loss) as of 09/30/21	\$ -	\$ (4,100)			\$ 13,791

In Conclusion ...



Questions?



EASTBOUND DISC GOLF INC
C/O SHAWN JOHNSON
49 DEEP CHANNEL DR
BERLIN, MD 21811

Date:
09/14/2021
Employer ID number:
86-3933472
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
May 19, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053575002301

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

LICENSE AGREEMENT

THIS LICENSE AGREEMENT made this ___ day of _____, 2021, by and between the town of Berlin, (hereafter "the Town"), Licenser, and The Eastbound Disc Golf Inc. (hereafter "EDG"), Licensee.

WITNESSETH:

WHEREAS, The Town of Berlin is the owner of certain property located at 113 Tripoli St, Berlin, MD, known as Decatur Park (hereafter "the Property"); and

WHEREAS, the Town has determined that the Property is useful to the citizens of The Town of Berlin as a site for the Disc Golf course;

NOW THEREFORE, the Town and the EDG hereby agree as follows:

GENERAL

1. EDG shall be permitted to use the Property for a disc golf course in the section of the park designated for such use. EDG shall make no other use of the Property. This license shall be subject to the terms and conditions set forth herein.
2. EDG shall remain a non-profit organization during the term of this License Agreement.
3. EDG will provide the Town of Berlin a copy of the organization's IRS qualification letter and organization's Articles of Incorporation and By-laws.
4. EDG shall abide by all Town and Park rules and regulations while using the park.

RECORDS AND REPORTS

1. All regulations and conditions governing use of the facilities shall be submitted to the Town of Berlin for approval prior to their implementation.
2. EDG shall annually submit a budget, a work plan, and a yearly schedule of events to the Town of Berlin. The submission will be due on or before January of each calendar year. The budget shall show in detail all revenue and expenses for the previous year and those projected for the current year. The work plan shall show all renovation of construction projects planned for the year. The budget and work plan are subject to the approval by the Department of Public Works.

HOURS AND OPERATION

1. Except during approved official club event/competition functions, the course shall be open to the public during normal park hours.
2. The entire facility shall be open for use by the entire public without regard to race, color, creed, sex, or religion.
3. EDG may request to the Department of Recreation and Parks their special event/competition dates up to one (1) year in advance of the date of events.

FACILITIES

1. The location and layout of the Disc golf equipment shall only be altered with approval from the Town of Berlin.

MAINTENANCE AND IMPROVEMENTS

1. All expenditures required for routine operation and maintenance of the disc golf course shall be borne solely by the EDG.
2. EDG will provide routine maintenance for all disc golf course areas, in such a manner as to keep them in a high state of repair and well-being in accordance with standards set by the Department of Public Works.
3. The Department of Public Works will provide major maintenance as it may relate to erosion, road surface repair, tree removal or other items exceeding the scope of the routine maintenance as stated above.
4. The Licensee may make improvements to the Property, including construction of structures, provided that such improvements meet the standards required by appropriate Town and Local agencies. All improvements require prior approval by the Town of Berlin and shall remain the property of the Town upon the termination of this agreement.

TERMS AND TERMINATION

1. The term of this license commences on November 1, 2021, and expires on December 31, 2031.
2. This license agreement will be reviewed annually by both parties to make necessary amendments. Such amendments must be agreed to by both the Town of Berlin, and the EDG club. If an amendment is not agreed to by both parties it must be removed from the agreement, or at such time the agreement may be terminated.
3. The Town, on expiration of this License Agreement, reserves the right to renew or terminate this agreement. Upon termination the Town requires the Property to be restored to the same condition as that existing at the time that the EDG initially entered the Property. Damages by the elements or by the circumstances under which EDG has no control are hereby accepted. The Town shall give notice to EDG ninety (90) days before the termination of the License if the Town requires restoration prior to re-entry by the Town.
4. Violation of any of the covenants or any of the conditions contained in this Agreement and failure to correct the same within thirty (30) days after written notice from the Town to correct such fault, shall render this Agreement null and void, and the Town shall have the right to reclaim the Property.
5. The Town and EDG shall have the option to review this Agreement upon all terms, covenants, and conditions contained therein; provided however, that either party hereto may terminate this Agreement at any time and for any reason upon written notification given no less than ninety (90) days in advance of said termination. In the event of termination under this paragraph the Town shall not be liable for any expenses incurred by the Licensee.

MISCELLANEOUS

1. This Agreement may not be assigned or sublet by EDG.
2. This Agreement contains the entire understanding of the parties and no changes or amendments will be permitted unless made in writing and signed by both parties.
3. This Agreement shall be construed in accordance with the laws of the State of Maryland and any cause of action arising under this Agreement shall be adjudicated in the courts of the State of Maryland.

WITNESS the hands and seals of the parties hereto.

WITNESS: EASTBOUND DISC GOLF INC.

49 DEEP CHANNEL DR BERLIN, MD 21811

_____ BY: _____

Date

Title: _____ Name: _____

APPROVED:

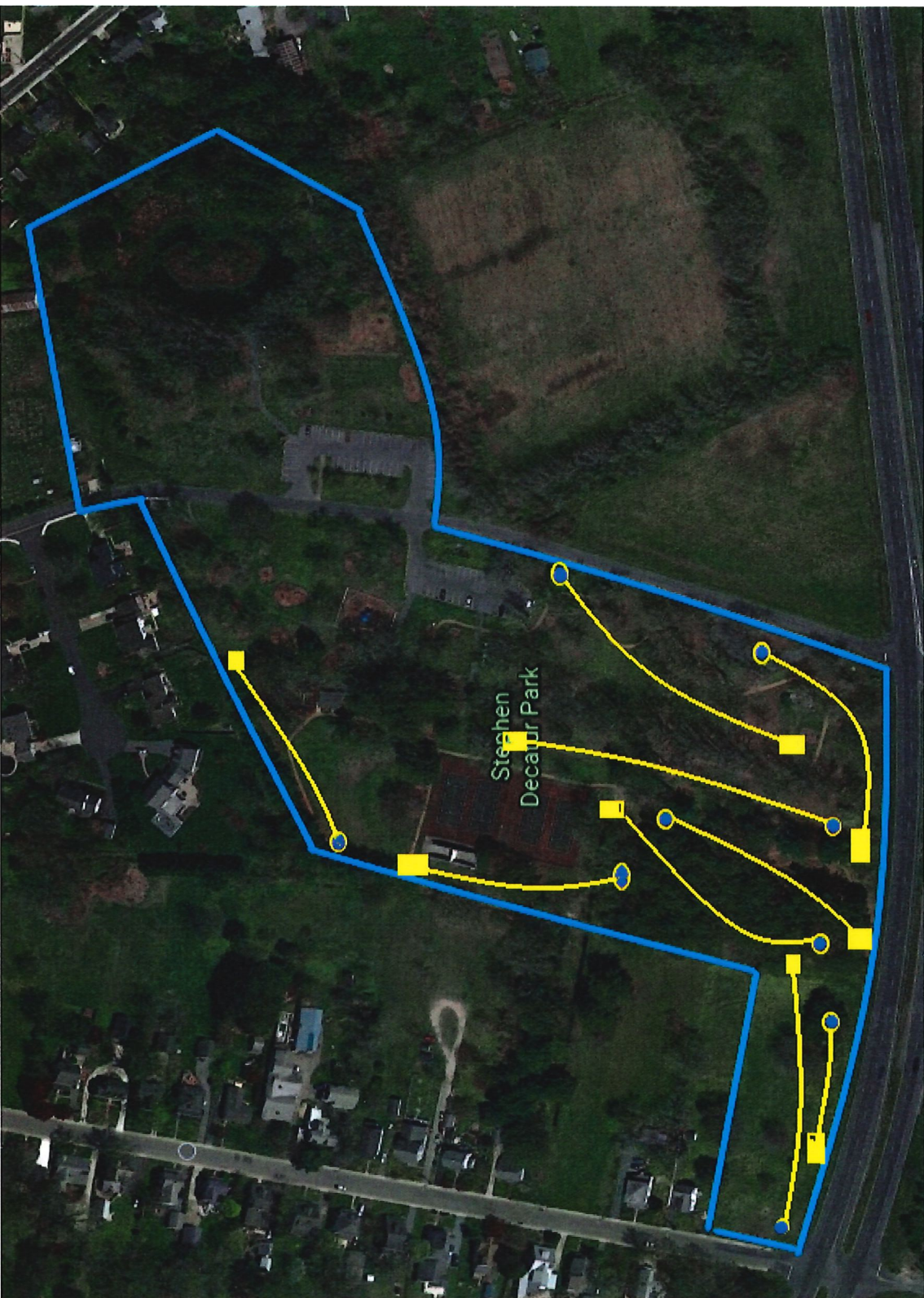
_____ Approving Authority Date

THE TOWN OF BERLIN, MARYLAND

BY: _____

APPROVED FOR FORM AND LEGAL SUFFICIENCY:

_____ Town legal office Date



ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2021 – 021
PAVING OF STREETS AND PATHWAY

Due Date:

Time: 10:00 AM EST

The Town of Berlin is seeking Proposals for the Demolition as required and Paving of certain streets and a park pathway in the Town of Berlin. Qualified contractors are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ or contact Town Administrator Jeffrey Fleetwood at 410-641-4002/jfleetwood@berlinmd.gov for the official RFP. EEO.



RFP 2021-02 Paving of Streets and Pathway

GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the Demolition as required and Paving of certain streets and a walking path by filing with the Town by the date and time and at the location as indicated herein.

RFP # 2021 – 02 PAVING OF STREETS AND PATHWAY

Due Date:
Time: 10:00 AM EST

Deliver submittals to:
Jeffrey Fleetwood, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFP 2021 – 02

The Town of Berlin (the “Town”) is seeking contractor (“Submitter” or “Bidder”) proposals for the Demolition as required and Paving of:

- Graham Avenue east of MD 377/William Street;
- Stevenson Lane;
- Decatur Street from MD 376/Bay Street to Burley Street; and
- the existing walking path in Stephen Decatur Park

all located in the Town of Berlin, Maryland 21811. Proposals must be submitted to the address and by the date and time, and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and ensure their full understanding of same.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of mailed or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals (“RFP”) does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.



RFP 2021-02 Paving of Streets and Pathway

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,000 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified firm for the purchase and replacement of windows at Berlin Town Hall.

A. SPECIFICATIONS

Demolition as required to include the removal of existing materials to a depth of 1.5 inch and paving of the following locations and for the approximate distances indicated below:

1. Graham Avenue east of MD 377/William Street (380 ft x 30 ft);
2. Stevenson Lane (392 ft x 18 ft);
3. Decatur Street from MD 376/Bay Street to Burley Street (2082 ft x 21 ft); and
4. the existing scrap tire walking path in Stephen Decatur Park (3200 ft x 4 ft); excavate minimum of 6 inches and backfill with 4 inches of crush and run then 2 inches of hot mix.

B. MINIMUM REQUIREMENTS

1. Work shall be started within 60 (sixty) days of award of contract.
2. Work shall be completed within 90 (ninety) days of start date.
3. Contractor is responsible for, at a minimum:
 - a. Notification of appropriate agencies as required by regulation prior to start of work.
 1. NOTE: All streets intersect with Maryland State Highways.
 - b. Complete traffic control to include physical barricades and flagger-personnel as required.
 - c. Arrangements for staging of equipment and materials; the Town of Berlin shall assist in determining suitable locations, however, if non-Town owned property is used for staging, it shall be the full responsibility of the contractor to enter into any agreement(s) with property owners, including negotiation and satisfaction of any compensation required.
4. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas and other affected areas during the workday and overnight/over non-workdays.
7. Workday hours shall be:



RFP 2021-02 Paving of Streets and Pathway

- a. For streets: workday shall begin no earlier than 9:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays.
- b. For park pathway: workday shall begin no earlier than 7:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays.

Work outside the hours indicated above shall be done only with the express permission of the Town.

8. All work shall comply with the Code of the [Town of Berlin, Article III Noise, §14-43\(4\)](#).
9. In addition to the section indicted above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.
10. Contractor shall warranty their work for a minimum period of one year (1-year) from acceptance.

C. ADDITIONAL INFORMATION TO BE CONSIDERED IN CALCULATION OF PROPOSAL

D. CONTACT INFORMATION

Town Administrator Jeffrey Fleetwood
Berlin Town Hall
10 William Street
Berlin, MD 21811
Phone: 410-641-4002
Email: jfleetwood@berlinmd.gov

All questions and concerns must be submitted to Mr. Fleetwood; information gathered from any other individual, including other employees of the Town unless specified by Mr. Fleetwood, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.



RFP 2021-02 Paving of Streets and Pathway

MINIMUM REQUIREMENTS FOR CONTRACTORS

- A minimum of five (5) years' experience.
- Appropriate licensure, certifications, permits required for completion of the project.

SUBMITTAL REQUIREMENTS

Dates and times applicable to this RFP are on the following page. Responses to this RFP must include the following information:

- Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed;
- A minimum of three (3) references relating to the services being requested with full name, title, address, phone and fax numbers; references from Maryland municipalities preferred, but not required.
- The completed Cost Proposal as included in this RFP.
- The completed Signature page as included in this RFP.
- The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
- Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
 - Scheduling of work to include a general idea of progression of work.
 - An estimate of the number of personnel expected to be onsite at a given time.
 - Any specific needs the contractor anticipates.
 - Any other information the submitter feels is relevant for consideration.

Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

- If printed, the Town encourages double-sided printing where appropriate. Complete submission should not exceed 10 sheets of paper and must be in a sealed envelope addressed to

Town of Berlin RFP 2021-01
Attn: J. Fleetwood, Town Administrator
10 William Street
Berlin, MD 21811

- If electronic (via USB drive), USB must be clearly labeled: "TOB RFP 2021-02"
- If via email, send to jfleetwood@berlinmd.gov with the subject "RFP 2021-02 Paving of Streets and Pathway".

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



RFP 2021-02 Paving of Streets and Pathway

DEADLINES AND IMPORTANT DATES:

Pre-Bid Meeting: Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

DATE , **by 5:00 PM** – **Deadline to submit questions:** Questions from potential Bidders are due via email to jfleetwood@berlinmd.gov. Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

DATE , **by 5:00 PM** – **Posting of responses:** Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

DATE , **by 10:00 AM** – **Due Date for Proposals:** Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2nd Floor Conference Room, 10 William Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of contractor with similar projects
- Overall quality of proposal
- Project understanding
- Anticipated project cost

The Town may select a limited number of submitters for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The contractor selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder shall prepare its standard agreement for review by the Town. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.



RFP 2021-02 Paving of Streets and Pathway

• **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Bids shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

• **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

• **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

• **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

• **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

• **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

• **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).

Contractor: _____

COST PROPOSAL



RFP 2021-02 Paving of Streets and Pathway

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

Please provide the following as applicable:

On your letterhead or other proposal form, please submit your proposal(s) as follows:

A. Each individual project area (as described above) as follows:

- a. Graham Avenue
- b. Stevenson Lane
- c. Decatur Street
- d. Stephen Decatur Park

B. A lump sum bid for the project inclusive of all project areas.

Proposal(s) as indicated above shall include, at a minimum, the per unit (linear feet) cost, and the total cost.

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.



RFP 2021-02 Paving of Streets and Pathway

Contractor: _____

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: _____

Date: _____

Printed Name: _____

Firm Name: _____

Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____



DRAFT

REQUEST FOR PROPOSALS

Sealed Proposals will be received by the Town of Berlin, 10 William Street, Berlin, Maryland 21811 for the **Branch Street Well #3 Test Well**. Bids will be accepted by the Town of Berlin until _____, **at 0:00 PM**, at which time they will be opened and read aloud.

Proposal Item #1 – Test Bore Hole: The Lump Sum Item #1 amount shall cover all equipment and materials required for furnishing and installing a test well at the existing Branch Street Well #2 site, including: all well construction permitting required by MDE, 6.75” diameter by 125’ deep bore hole installation with geological logging of soil samples every 5 feet, electronic resistivity and gamma geophysical well logging, proper bore hole abandonment and reporting per MDE, and providing test well data and design report and recommendations to Town and Town Engineer for review. Contractor shall provide an add/deduct price per linear foot to adjust the pilot hole depth.

Proposal Item #2 – Production Well Construction: The Lump Sum Item #2 amount shall cover all equipment and materials required for furnishing and installing a 12” diameter by 125’ deep production well at the existing Branch Street Well #2 site, including: all well construction permitting required by MDE, 18” diameter by 125’ deep bore hole with geological logging of soil samples every 5 feet, 75’ of 12” diameter black steel casing and cement grout, 45’ of 12” diameter 304/316 stainless steel screen with gravel pack, well development, test pump installation for 24 hour flow test and 12 hour recovery test with electronic data logging to determine the well design flow, primary and secondary water quality testing, and providing pump test data and design report and recommendations to Town and Town Engineer for review. Contractor shall provide an add/deduct price per linear foot to adjust the casing pipe depth and a separate add/deduct price per linear foot to adjust the screen depth.

Once the town and the town engineer have received and reviewed the pump test data, water quality data, and the recommended well design, the town may at their discretion enter into a contract with the well driller to provide and install the pump, motor, piping, pitless adapter, and all else necessary to construct an operational production well.

The right is reserved as the interest of the Town may appear, to reject any and all Proposals, to waive any informality or irregularity in Proposals received.

Interested Bidders are encouraged to attend a Pre-Proposal meeting to be held on _____, **at 10:00 AM** at the Town of Berlin, 10 William Street, Berlin, Maryland 21811.

By: Town of Berlin

Jeff Fleetwood
Town Administrator

END OF SECTION



AMENDED
MOTION TO APPROVE No. 2021-26

Motion 2012-26, originally presented to and approved by the Mayor and Council on October 12, 2022, is hereby amended as indicated by strikethrough below, making Friday December 23, 2022 and Friday, December 30, 2022 full day holidays:

<u>Holiday</u>	<u>Date</u>
Martin Luther King, Jr. Day	Monday, January 17
Presidents Day	Monday, February 21
Good Friday	Friday, April 15
Memorial Day	Monday, May 30
Juneteenth National Independence Day	Monday, June 20
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veterans Day	Friday, November 11
Thanksgiving	Thursday & Friday, November 24 & 25
Christmas	Friday, December 23 — 1/2 Day
	Monday, December 26
New Year Holiday	Friday, December 30 — 1/2 Day
	Monday, January 2, 2023

Approved this _____ day of _____, 20____ by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ to _____ opposed, with _____ abstaining and _____ absent.

Dean Burrell, Sr., Vice-President

Approved this _____ day of _____, 20____ by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor

ATTEST: _____
Jeffrey Fleetwood, Town Administrator

6.18 Paid Holidays

All employees shall be entitled to the following paid holidays, subject to annual review and approval by the Mayor and Council:

New Year's Day	Columbus Day
Dr. Martin Luther King, Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve (1/2 day)
<u>Juneteenth</u>	<u>Christmas Day</u>
Independence Day	<u>New Year's Eve</u> Christmas Day
Labor Day	New Year's Eve (1/2 day)

Employees who are required to work on any of those paid holidays as part of their regular shift or work schedule or in order to maintain continuous operations or services will be entitled to a compensatory day of leave equal to the number of hours actually worked. Part-Time employees who work at least 40 hours per pay period regularly shall receive half the Full-Time employee rate of paid holidays not to exceed 4 hours.

Employees who are not required to work on any of these paid holidays as part of their regular shift or work schedule or in order to maintain continuous operations or services, but who are called in for emergencies during the course of a regular holiday, will be paid overtime, or comp time at their option, in accordance with the provisions for after-hours calls set forth in these regulations.

TOWN OF BERLIN

NEEDS ASSESSMENT: THE FIRST STEP IN ESTABLISHING BERLIN'S 5-YEAR CAPITAL PLAN

Prepared by Mayor Zack Tyndall



America's Coolest Small Town

WHAT IS A CAPITAL PLAN?

- A framework for understanding our Town's aging infrastructure
- A crucial step toward allocating our town's financial and professional resources



STARTING THE 5-YEAR CAPITAL PLANNING PROCESS

Department-wide
Needs Assessment
Conducted by
Department Heads



District-wide
Needs Assessment
Conducted by
Councilmembers



Town-wide
Needs Assessment
Conducted by Mayor



Creation of a
Capital Item
Request for
Each
Department

Elected Officials

PUBLIC MEETING ACCESS

- FY23
 - Improvements to Council Chambers audio and visual system and public access channel technology upgrades: \$45,000

STRATEGIC PLAN

- FY23
 - Update the town's expired strategic plan: \$27,5000

Administration

POOL VEHICLE

- FY26
 - Pool vehicle replacement: \$30,000

DOCUMENT RENTENTION

- FY26
 - Digitizing town documents: \$TBD

Finance

NO CAPITAL REQUEST

No capital requests were
received from the Finance
Department

Customer Account

NO CAPITAL REQUEST

No capital requests were
received from
Customer Accounts

Building and Grounds

TOWN HALL RENOVATION

- FY25
 - Renovation of vacant police station at Town Hall: \$250,000

SECURITY IMPROVEMENTS

- FY23
 - Security improvements to Town-owned buildings: \$27,5000

AED: TOWN HALL

- FY23:
 - AED with automatic alarm for in front of Town Hall: \$TBD

Police Department

VEHICLES

- Vehicles and Equipment
- FY23: \$41,000
- FY24: \$82,000
- FY25: \$41,000
- FY26: \$41,000
- FY27: \$82,000

MISC EQUIPMENT

- Examples: MDT, E-Tix, and Radios
- FY23: \$3,000
- FY24: \$6,000
- FY25: \$3,000
- FY26: \$9,000
- FY27: \$6,000

RADAR

- Radar
- FY23: \$2,200
- FY25: \$2,200
- FY27: \$2,200

Police Department Continued

CAR VIDEO

- FY23: \$4,200
- FY26: \$4,200

WEAPONS

- FY23: \$7,400
- FY25: \$2,200

TASERS (CONTRACT)

- FY23: \$7,000
- FY24: \$7,000
- FY25: \$7,000
- FY26: \$7,000
- FY27: \$7,700

Police Department Continued

RADIOS

- FY23 - \$11,500
- FY25 - \$23,000

COMPUTERS

- FY26 - \$22,000

Public Works

FACILITIES

- FY24
 - Public Works Building
(120 ft x 60 ft): \$400,000

Sanitation

TRASH

- FY25
 - Garbage Truck Replacement: \$450,000

RECYCLING

- FY26
 - Recycling Truck Replacement: \$400,000

Streets

PAVING

- FY23
 - East Graham Avenue: \$50,000
 - Stevenson Lane: \$50,000
 - Decatur Street: \$70,000
- FY26
 - West Street: \$1,000,000

SIDEWALKS

- FY23
 - Tripoli to SD Park: \$50,000
- FY25
 - Washington Street: \$250,000
 - East Branch Street: \$150,000
- No specific FY
 - Maple Avenue: \$TBD
 - Decatur Street: \$TBD
 - Schoolfield Street: \$TBD
 - Showell Street: \$TBD
 - Elizabeth Street: \$TBD

Streets Continued

VEHICLES & MACHINERY

- FY23
 - F-150 Replacement: \$35,000
 - Backhoe Tractor: \$125,000
- FY24
 - Dump Truck (split with Water Resources): \$150,000
 - 2 Lawn Mowers: \$40,000

NEW PROJECTS

- FY23
 - Pedestrian Bridge at Bay Street and Route 113: \$TBD
 - Roundabout Main Street and Old Ocean City Blvd: \$TBD
 - Roundabout Flower St, Railroad Ave, Schoolfield St, and Branch St: \$TB
 - Rails-to-Trails: \$TBD
- FY27
 - Decatur Street Realignment: \$300,000

Economic and Community Development

VEHICLE

- FY25:
 - Vehicle Replacement: \$35,000

WELCOME CENTER

- FY 24:
 - HVAC System: \$120,000
- FY26
 - Window Replacement: \$50,000

COMMUNITY DEVELOPMENT

- FY23
 - Pocket Park Memorial on the Corner of Flower Street and Bay Street: \$TBD
 - New Sign on Route 50 just West of Main Street: \$TBD
 - Parking Improvements: \$TBD

Planning and Zoning

BUILDING

- FY24
 - Improvements to ceiling in the planning and zoning building: \$15,000

GIS MAPPING

- FY23
- Infrastructure Mapping: \$TBD

NEW PROJECTS

- FY TBD
 - Community Center: \$TBD
 - Broadband: \$TBD
 - Alignment of AGH Driveway with Stephen Decatur Apartments: \$TBD

Parks and Recreation

HENRY PARK

- FY23
 - Basketball Court Lighting: \$122,000
 - Playground Equipment: \$37,500
 - Dog Park: \$TBD

STEPHEN DEACTUR PARK

- FY23
 - Walking Path: \$100,000
 - SAM Boxes (pond): \$TBD
 - Playground Equipment: \$37,500

BURBAGE PARK

- FY23
 - Pavillion: \$TBD
 - Parking: \$TBD
 - Landscaping: \$TBD

HERON PARK

- FY23
 - SAM Boxes (pond): \$TBD
 - Walking Path: \$TBD
- FY24
 - Fishing Piers: \$TBD
- Pond Cleanup
 - FY - \$TBD
- Unknown FY
 - Playground Equipment: \$TBD
 - Entertainment Pavilion: \$TBD

Electric Administration

VEHICLES

- FY23
 - F-150 Replacement:
\$30,000

EQUIPMENT

- Unknown FY
 - Lighting on Bottle
Branch Road: \$TBD

Electric Distribution

VEHICLES

- FY24
 - Small Bucket Truck: \$100,000
- FY 26
 - F-150 Replacement: \$35,000
 - Large Bucket Truck: \$300,000

EQUIPMENT

- Pools
 - FY23 - \$20,000
 - FY24 - \$20,000
 - FY25 - \$20,000
 - FY26 - \$20,000
 - FY27 - \$20,000
- Transclosure Replacement
 - FY23 - \$10,000
 - FY24 - \$10,000
 - FY25 - \$13,000
 - FY26 - \$13,000
 - FY27 - \$10,000

EQUIPMENT

- FY23:
 - Purnell Crossing South S&C Switch: \$30,000
- 3 Phase Transformer
 - FY23 - \$25,000
 - FY24 - \$25,000
 - FY25 - \$25,000
 - FY26 - \$35,000

EQUIPMENT

- FY23
 - Purnell Crossing South - Underground: \$25,000
- Underground Services
 - FY23 - \$25,000
 - FY24 - \$25,000
 - FY25 - \$25,000
 - FY26 - \$25,000
 - FY27 - \$25,000

Power Plant

GENERATION

- FY23
 - Replacement of #4 Engine with Natural Gas Generator: \$2,500,000
 - Replacement of #2 Engine with Natural Gas Generator \$2,500,000
- FY24
 - Replacement of #1 Engine with Natural Gas Generator: \$2,500,000

EQUIPMENT

- FY23
 - Power Plant ABB Cabinet: \$110,000
 - Power Plant S&C Cabinet: \$35,000
 - Power Plant Trans Fans: \$45,000

EQUIPMENT

- FY23
 - Battery Pack: \$TBD
 - Power Plant S&C Cabinet: \$35,000
 - Power Plant Trans Fans; \$45,000

Treatment

VEHICLES

- FY24
 - 2 F-150 Replacements: \$50,000
- FY25
 - Service Body Truck: \$150,000
 - Vac Truck: \$500,000

EQUIPMENT

- FY23
 - Valves: \$110,000
- FY24
 - West Street Water Main: \$750,000
 - Water Meter Replacement: \$1,000,000
- FY25
 - Washington Street Sewer and Water: \$2,000,000

EQUIPMENT

- FY25
 - Well: \$1,000,000
- FY26
 - Showell Street Sewer: \$500,000
- FY27
 - Water Tower: \$5,000,000

Distribution

EQUIPMENT

- FY23
 - Powellton Pump House:
\$250,000
 - Well Maintenance:
\$20,000

Collection

VEHICLES

- FY24
 - 2 F-150 Replacements: \$50,000

EQUIPMENT

- FY24
 - West Street Sewer: \$2,000,000
 - West Street Lift Station: \$1,000,000
 - Broad Street Lift Station: \$1,000,000
- FY26
 - Main Street Sewer Main Line: \$2,500,000

Plant

EQUIPMENT

- FY24
 - Wastewater Treatment Plant Expansion:
\$2,500,000

Spraysite

VEHICLES

- FY23
 - Utility Vehicle: \$20,000
- FY24
 - F-150 Replacement: \$25,000
- FY27
 - F-150 Replacement: \$25,000
- Lawn Mower
 - FY24 - \$20,000
 - FY25 - \$20,000
 - FY26 - \$20,000

EQUIPMENT

- FY23
 - HVAC System: \$12,500
- FY25
 - Spraysite Upgrade: \$1,000,000
- FY26
 - Tractor Replacement: \$90,000

Stormwater

EQUIPMENT

- FY23
 - Flooding on Maple Avenue: \$TBD
 - Washington Street Pipe Replacement: \$100,000
- FY24
 - West Street Stormwater Drain: \$3,000,000

EQUIPMENT

- FY23
 - Ditch Maintenance: \$TBD
- FY26:
 - Franklin Avenue and Nelson Street Stormwater Improvements: \$4,000,000
 - Offline wetland behind Southwest Portion of Berlin: \$TBD

Next Steps



REVIEW OF REVENUE

Next the Mayor and Council will review the available revenue using conservative estimates for each fund.



ADOPTION OF CAPITAL PLAN

The five year capital plan will be presented to the Mayor and Council during regular open session for adoption.



CAPITAL PRIORITIZATION

The Mayor and Council will prioritize the capital needs for each fiscal year.

Check Run Report for:

10/25/21

10/27/21

**Details available in online packet or paper copy upon
request**



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT07748 - 20211021MC

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-8030001-01	JONES, BRYANT	10/21/2021	21107	210.47			210.47	Deposit
22-5200000-00	SHORE UP-REFUNDS	10/21/2021	21108	1,286.00			1286.00	Deposit
33-2140001-01	BRANT, JEAN	10/21/2021	21109	230.26			230.26	Deposit
Total Refunded Amount:				1,726.73				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1726.73
Revenue Total:	1726.73

General Ledger Distribution

Posting Date: 10/25/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-1,726.73	Yes
10-2010-2074	UNAPPLIED CREDITS	1,726.73	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-1,726.73	
98-2498-2200	DUE TO OTHER FUNDS	1,726.73	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

Check Register

Packet: APPKT02172 - 20211027SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000031	A.C. SCHULTES OF DELAWARE INC	10/27/2021	Regular	0.00	20,880.00	21110
0000015	ABC PRINTERS INC	10/27/2021	Regular	0.00	535.00	21111
0002406	AE MOORE JANITORIAL INC	10/27/2021	Regular	0.00	106.84	21112
0000088	AFFORDABLE BUSINESS SYSTEMS	10/27/2021	Regular	0.00	46.29	21113
0000158	AN ANGEL'S TOUCH CLEANING SERV	10/27/2021	Regular	0.00	1,000.00	21114
0000323	BERLIN AUTOMOTIVE	10/27/2021	Regular	0.00	151.52	21115
0000394	BOOTH & ASSOCIATES INC	10/27/2021	Regular	0.00	3,371.63	21116
0003089	BRIAN ROBERTSON DESIGNS	10/27/2021	Regular	0.00	100.00	21117
0000453	CAPITAL ELECTRIC SUPPLY COMPAN	10/27/2021	Regular	0.00	2,321.84	21118
0000455	CARD'S TECHNOLOGY	10/27/2021	Regular	0.00	4,067.47	21119
0003317	CARTER MACHINERY COMPANY INC	10/27/2021	Regular	0.00	3,108.72	21120
0000511	CHOPTANK ELECTRIC COOPERATIVE	10/27/2021	Regular	0.00	4,011.71	21121
0000529	CINTAS FIRST AID & SAFETY	10/27/2021	Regular	0.00	22.49	21122
0002647	CINTAS RUGS	10/27/2021	Regular	0.00	283.63	21123
0000572	COMCAST	10/27/2021	Regular	0.00	23.79	21124
0000572	COMCAST	10/27/2021	Regular	0.00	336.54	21125
0000572	COMCAST	10/27/2021	Regular	0.00	154.67	21126
0000794	EASTERN SHORE COFFEE	10/27/2021	Regular	0.00	22.00	21127
0000802	EASTERN WATER BLAST SYSTEM	10/27/2021	Regular	0.00	118.00	21128
0000847	ENVIROCORP, INC.	10/27/2021	Regular	0.00	1,792.00	21129
0000907	FLAG PUBLICATIONS INC	10/27/2021	Regular	0.00	99.00	21130
0001032	HILL'S ELECTRIC MOTOR SERVICE IN	10/27/2021	Regular	0.00	1,711.36	21131
0001066	INNOVATIVE HEALTH SERVICES, LLC	10/27/2021	Regular	0.00	1,173.56	21132
0001316	LOCAL GOVERNMENT INSURANCE T	10/27/2021	Regular	0.00	353.00	21133
0001495	MIDDLE DEPARTMENT INSPECTION	10/27/2021	Regular	0.00	220.00	21134
0001565	NATIONWIDE RETIREMENT SOLUTIC	10/27/2021	Regular	0.00	4,204.96	21135
0003346	PITCHED MEDIA	10/27/2021	Regular	0.00	209.55	21136
0001717	PNC BANK, N A	10/27/2021	Regular	0.00	72,848.70	21137
0001757	RACETRACK AUTO CENTER	10/27/2021	Regular	0.00	1,031.86	21138
0001771	RANDY DAVIS	10/27/2021	Regular	0.00	1,800.00	21139
0002795	SANDPIPER ENERGY INC	10/27/2021	Regular	0.00	1,551.70	21140
0003102	SCHAEFER FIREWORKS	10/27/2021	Regular	0.00	5,400.00	21141
0002163	TOWN OF BERLIN	10/27/2021	Regular	0.00	26,291.52	21142
0002169	TRACTOR SUPPLY CO	10/27/2021	Regular	0.00	181.96	21143
0002928	UNIFIRST CORPORATION	10/27/2021	Regular	0.00	109.88	21144
0003207	UNITED ENERGY TRADING LLC	10/27/2021	Regular	0.00	536.68	21145
0002205	UNITED WAY OF THE EASTERN SHO	10/27/2021	Regular	0.00	38.00	21146
0002220	USA BLUEBOOK	10/27/2021	Regular	0.00	521.67	21147
0003377	VANESSA PORTILLO	10/27/2021	Regular	0.00	25.00	21148
0002246	VERIZON-000014448231	10/27/2021	Regular	0.00	796.65	21149
0002247	VERIZON-000718605643	10/27/2021	Regular	0.00	55.14	21150
0002857	VERIZON-850462866001-13	10/27/2021	Regular	0.00	46.58	21151
0002304	WEST OCEAN CITY ILLNESS & INJUR	10/27/2021	Regular	0.00	285.00	21152
0002348	WOR WIC COMMUNITY COLLEGE	10/27/2021	Regular	0.00	60.00	21153

Check Register

Packet: APPKT02172-20211027SW

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0002384	WORCESTER YOUTH & FAMILY COU	10/27/2021	Regular	0.00	2,019.07	21154

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	58	45	0.00	164,024.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	58	45	0.00	164,024.98



Town of Berlin, MD

Payment Register

APPKT02172 - 20211027SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0000031	A.C. SCHULTES OF DELAWARE INC			20,880.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/27/2021	20,880.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
11846	REHAB WELL #2-FRANKLIN AVE	10/18/2021	10/18/2021	0.00 20,880.00

Vendor Number	Vendor Name			Total Vendor Amount
0000015	ABC PRINTERS INC			535.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/27/2021	535.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
60329	BUSINESS CARD RECORDER	10/27/2021	10/27/2021	0.00 55.00
60330	SIGNS FOR SPECIAL EVENTS	10/18/2021	10/18/2021	0.00 480.00

Vendor Number	Vendor Name			Total Vendor Amount
0002406	AE MOORE JANITORIAL INC			106.84
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/27/2021	106.84	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
405982	PAPER PRODUCTS FOR RESTROOMS	10/21/2021	10/21/2021	0.00 106.84

Vendor Number	Vendor Name			Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS			46.29
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/27/2021	46.29	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
IN175971	CUSTOMER SERVICE PRINTER LEASING	10/27/2021	10/27/2021	0.00 46.29

Vendor Number	Vendor Name			Total Vendor Amount
0000158	AN ANGEL'S TOUCH CLEANING SERVICES			1,000.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/27/2021	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
1958	CLEANING SERVICE FOR TOWN OF BERLIN BATHROOMS	10/27/2021	10/27/2021	0.00 1,000.00

Vendor Number	Vendor Name			Total Vendor Amount
0000323	BERLIN AUTOMOTIVE			151.52
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/27/2021	151.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
374284	JAMES TRUCK BRAKES	10/19/2021	10/19/2021	0.00 151.52

Vendor Number	Vendor Name			Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC			3,371.63
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/27/2021	3,371.63	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
51626	PROJ #216793 ELECTRIC RATE SERVICES	10/19/2021	10/19/2021	0.00 3,232.50
51629	PROJ #217175 PROFESSIONAL SERVICES THRU 9/30/2021	10/19/2021	10/19/2021	0.00 139.13

Payment Register

APPKT02172 - 20211027SW

Vendor Number 0003089	Vendor Name BRIAN ROBERTSON DESIGNS					Total Vendor Amount 100.00
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 0103	Description BERLIN FLAG DESIGN	Payable Date 10/25/2021	Due Date 10/25/2021	Discount Amount 0.00	Payment Amount 100.00	
Vendor Number 0000453	Vendor Name CAPITAL ELECTRIC SUPPLY COMPANY					Total Vendor Amount 2,321.84
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number S045540545.001	Description 50 WATT LED OVERHEAD STREET LIGHT FIXTURES	Payable Date 10/20/2021	Due Date 10/20/2021	Discount Amount 0.00	Payment Amount 2,321.84	
Vendor Number 0000455	Vendor Name CARD'S TECHNOLOGY					Total Vendor Amount 4,067.47
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 48333	Description FY2022 ANNUAL AGREEMENT-COMPLETE & MANAGED N	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 4,067.47	
Vendor Number 0003317	Vendor Name CARTER MACHINERY COMPANY INC					Total Vendor Amount 3,108.72
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 0965880-5883	Description SERVICE GENERATORS ANNUAL	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 1,028.72	
Payable Number 0965881	Description SERVICE GENERATORS ANNUAL	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 415.00	
Payable Number 0965882	Description SERVICE GENERATORS ANNUAL	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 400.00	
Payable Number 0965883	Description SERVICE GENERATORS ANNUAL	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 525.00	
Payable Number 0965884	Description SERVICE GENERATORS ANNUAL	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 370.00	
Payable Number 0965885	Description SERVICE GENERATORS ANNUAL	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 370.00	
Vendor Number 0000511	Vendor Name CHOPTANK ELECTRIC COOPERATIVE, INC.					Total Vendor Amount 4,011.71
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 414700 OCT FY 22	Description UTILITY SERVICE FOR SPRAY SITES	Payable Date 10/19/2021	Due Date 10/19/2021	Discount Amount 0.00	Payment Amount 2,695.45	
Payable Number 9913024900 OCT FY 22	Description UTILITY SERVICE FOR SPRAY SITES	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 1,316.26	
Vendor Number 0000529	Vendor Name CINTAS FIRST AID & SAFETY					Total Vendor Amount 22.49
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 4099069901	Description FIRST AID CABINET	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 22.49	
Vendor Number 0002647	Vendor Name CINTAS RUGS					Total Vendor Amount 283.63
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number SEPT FY 22	Description POWER PLANT RAGS AND RUGS	Payable Date 10/21/2021	Due Date 10/21/2021	Discount Amount 0.00	Payment Amount 283.63	
Vendor Number 0000572	Vendor Name COMCAST					Total Vendor Amount 515.00
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 41 016 0042184 NOV FY 22	Description COMCAST INTERNET & DIGITAL SVC	Payable Date 10/19/2021	Due Date 10/19/2021	Discount Amount 0.00	Payment Amount 154.67	

Payment Register

APPKT02172 - 20211027SW

Check					10/27/2021	336.54
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0052845 NOV FY22	COMCAST INTERNET & DIGITAL SVC	10/19/2021	10/19/2021	0.00	336.54	
Check					10/27/2021	23.79
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0053157 OCT FY 22	TELEVISION SERVICE - POLICE DEPARTMENT	10/18/2021	10/18/2021	0.00	23.79	
Vendor Number	Vendor Name				Total Vendor Amount	
0000794	EASTERN SHORE COFFEE				22.00	
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/27/2021	22.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
617003	DISTILLED WATER	10/21/2021	10/21/2021	0.00	22.00	
Vendor Number	Vendor Name				Total Vendor Amount	
0000802	EASTERN WATER BLAST SYSTEM				118.00	
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/27/2021	118.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
214282	POWER WASHER PARTS AND SUPPLIES	10/27/2021	10/27/2021	0.00	118.00	
Vendor Number	Vendor Name				Total Vendor Amount	
0000847	ENVIROCORP, INC.				1,792.00	
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/27/2021	1,792.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2100743	LAB TESTING AGH	10/21/2021	10/21/2021	0.00	627.00	
IN2100744	WEEKLY MONITORING DISCHARGE SAMPLES	10/21/2021	10/21/2021	0.00	392.50	
IN2100745	MONITORING WELL SAMPLES	10/21/2021	10/21/2021	0.00	772.50	
Vendor Number	Vendor Name				Total Vendor Amount	
0000907	FLAG PUBLICATIONS INC				99.00	
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/27/2021	99.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
341478	ADVERTISING - OCTOBERFEST	10/27/2021	10/27/2021	0.00	99.00	
Vendor Number	Vendor Name				Total Vendor Amount	
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.				1,711.36	
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/27/2021	1,711.36
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0126238	DIGESTER MIXER	10/21/2021	10/21/2021	0.00	1,711.36	
Vendor Number	Vendor Name				Total Vendor Amount	
0001066	INNOVATIVE HEALTH SERVICES, LLC				1,173.56	
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/27/2021	1,173.56
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10062021 FY 22	HRA AND FSA CARD MANAGEMENT QUARTERLY FEES	10/27/2021	10/27/2021	0.00	1,173.56	
Vendor Number	Vendor Name				Total Vendor Amount	
0001316	LOCAL GOVERNMENT INSURANCE TRUST				353.00	
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/27/2021	353.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
010798	SEMINAR FEE	10/18/2021	10/18/2021	0.00	15.00	
120553	ADDING COVERAGE FOR POLICE	10/27/2021	10/27/2021	0.00	338.00	

Payment Register

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Vendor Number 0001495	Vendor Name MIDDLE DEPARTMENT INSPECTION AGENCY					Total Vendor Amount 220.00
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 144525,144516	Description INSPECTION SERVICES	Payable Date 10/20/2021	Due Date 10/20/2021	Discount Amount 0.00	Payment Amount 220.00	Payable Amount 220.00
Vendor Number 0001565	Vendor Name NATIONWIDE RETIREMENT SOLUTIONS					Total Vendor Amount 4,204.96
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number PPE 10/24/2021	Description EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	Payable Date 10/27/2021	Due Date 10/27/2021	Discount Amount 0.00	Payment Amount 4,204.96	Payable Amount 4,204.96
Vendor Number 0003346	Vendor Name PITCHED MEDIA					Total Vendor Amount 209.55
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 04254	Description HOLIDAY RACK CARDS	Payable Date 10/27/2021	Due Date 10/27/2021	Discount Amount 0.00	Payment Amount 209.55	Payable Amount 209.55
Vendor Number 0001717	Vendor Name PNC BANK, N A					Total Vendor Amount 72,848.70
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 603869013 10/12/21	Description GRICE, GRAHAM. VINE STS PROJ BOND PAYMENT	Payable Date 10/19/2021	Due Date 10/19/2021	Discount Amount 0.00	Payment Amount 72,848.70	Payable Amount 72,848.70
Vendor Number 0001757	Vendor Name RACETRACK AUTO CENTER					Total Vendor Amount 1,031.86
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 137222	Description PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	Payable Date 10/18/2021	Due Date 10/18/2021	Discount Amount 0.00	Payment Amount 63.86	Payable Amount 63.86
Payable Number 137224	Description PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	Payable Date 10/18/2021	Due Date 10/18/2021	Discount Amount 0.00	Payment Amount 968.00	Payable Amount 968.00
Vendor Number 0001771	Vendor Name RANDY DAVIS					Total Vendor Amount 1,800.00
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 01	Description CARRIAGE RIDES DEPOSIT	Payable Date 10/27/2021	Due Date 10/27/2021	Discount Amount 0.00	Payment Amount 1,800.00	Payable Amount 1,800.00
Vendor Number 0002795	Vendor Name SANDPIPER ENERGY INC					Total Vendor Amount 1,551.70
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number FY 22 06-605972-74395-1	Description NATURAL GAS FOR CAT ENGINE	Payable Date 10/19/2021	Due Date 10/19/2021	Discount Amount 0.00	Payment Amount 1,497.41	Payable Amount 1,497.41
Payable Number 06-605972-67941-1 OCT FY	Description NATURAL GAS - POLICE DEPT	Payable Date 10/27/2021	Due Date 10/27/2021	Discount Amount 0.00	Payment Amount 54.29	Payable Amount 54.29
Vendor Number 0003102	Vendor Name SCHAEFER FIREWORKS					Total Vendor Amount 5,400.00
Payment Type Check	Payment Number					Payment Date 10/27/2021
Payable Number 2063	Description FIREWORKS DEPOSIT	Payable Date 10/27/2021	Due Date 10/27/2021	Discount Amount 0.00	Payment Amount 5,400.00	Payable Amount 5,400.00

Payment Register
APPKT02172 - 20211027SW

Vendor Number 0002163	Vendor Name TOWN OF BERLIN					Total Vendor Amount 26,291.52
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
		OCT FY 22	TOWN UTILITY BILLINGS	10/19/2021	10/19/2021	10/27/2021 26,291.52
						Discount Amount Payable Amount
						0.00 26,291.52
Vendor Number 0002169	Vendor Name TRACTOR SUPPLY CO					Total Vendor Amount 181.96
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
		100341865,100342215	TRACTOR SUPPLY CREDIT CARD PURCHASES	10/18/2021	10/18/2021	10/27/2021 181.96
						Discount Amount Payable Amount
						0.00 181.96
Vendor Number 0002928	Vendor Name UNIFIRST CORPORATION					Total Vendor Amount 109.88
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
		092 1863148	UNIFORMS AND CLEANING SERVICES	10/21/2021	10/21/2021	10/27/2021 109.88
						Discount Amount Payable Amount
						0.00 109.88
Vendor Number 0003207	Vendor Name UNITED ENERGY TRADING LLC					Total Vendor Amount 536.68
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
		207554	NATURAL GAS TRANSPORT	10/18/2021	10/18/2021	10/27/2021 536.68
						Discount Amount Payable Amount
						0.00 536.68
Vendor Number 0002205	Vendor Name UNITED WAY OF THE EASTERN SHORE					Total Vendor Amount 38.00
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
		PPE 10/24/2021	UNITED WAY EMPLOYEE CONTRIBUTION	10/27/2021	10/27/2021	10/27/2021 38.00
						Discount Amount Payable Amount
						0.00 38.00
Vendor Number 0002220	Vendor Name USA BLUEBOOK					Total Vendor Amount 521.67
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
		747218,742898,741529	LAB TESTING	10/21/2021	10/21/2021	10/27/2021 521.67
						Discount Amount Payable Amount
						0.00 521.67
Vendor Number 0003377	Vendor Name VANESSA PORTILLO					Total Vendor Amount 25.00
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
		REFUND	PARK RESERVATION DEPOSIT	10/21/2021	10/21/2021	10/27/2021 25.00
						Discount Amount Payable Amount
						0.00 25.00
Vendor Number 0002246	Vendor Name VERIZON-000014448231					Total Vendor Amount 796.65
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
		OCT FY 22	VERIZON TELEPHONE SERVICE 14448231	10/25/2021	10/25/2021	10/27/2021 796.65
						Discount Amount Payable Amount
						0.00 796.65

Payment Register
APPKT02172 - 20211027SW

Vendor Number 0002247	Vendor Name VERIZON-000718605643					Total Vendor Amount 55.14
Payment Type Check	Payment Number			Payment Date 10/27/2021	Payment Amount 55.14	
Payable Number OCT FY 22	Description VERIZON TELEPHONE 5 MILE BRANCH RD	Payable Date 10/25/2021	Due Date 10/25/2021	Discount Amount 0.00	Payable Amount 55.14	
Vendor Number 0002857	Vendor Name VERIZON-850462866001-13					Total Vendor Amount 46.58
Payment Type Check	Payment Number			Payment Date 10/27/2021	Payment Amount 46.58	
Payable Number OCT FY 22	Description VERIZON TELEPHONE 410-641-0158	Payable Date 10/25/2021	Due Date 10/25/2021	Discount Amount 0.00	Payable Amount 46.58	
Vendor Number 0002304	Vendor Name WEST OCEAN CITY ILLNESS & INJURY CENTER					Total Vendor Amount 285.00
Payment Type Check	Payment Number			Payment Date 10/27/2021	Payment Amount 285.00	
Payable Number 4840,4657,7499,9086	Description DOT PHYSICALS WEST OC	Payable Date 10/18/2021	Due Date 10/18/2021	Discount Amount 0.00	Payable Amount 285.00	
Vendor Number 0002348	Vendor Name WOR WIC COMMUNITY COLLEGE					Total Vendor Amount 60.00
Payment Type Check	Payment Number			Payment Date 10/27/2021	Payment Amount 60.00	
Payable Number 12456	Description EMPLOYEE & K-9 TRAINING	Payable Date 10/18/2021	Due Date 10/18/2021	Discount Amount 0.00	Payable Amount 60.00	
Vendor Number 0002384	Vendor Name WORCESTER YOUTH & FAMILY COUNSELING SERVICES					Total Vendor Amount 2,019.07
Payment Type Check	Payment Number			Payment Date 10/27/2021	Payment Amount 2,019.07	
Payable Number 10212021 FY 22	Description FY2022 ANNUAL CONTRACT	Payable Date 10/27/2021	Due Date 10/27/2021	Discount Amount 0.00	Payable Amount 2,019.07	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	58	45	0.00	164,024.98
Packet Totals:		58	45	0.00	164,024.98



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT07754 - Refunds 1 UBPKT07753 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-0220271-09	SHORT, CAROLYN G	10/27/2021	21155	115.39			115.39	Generated From Billing
Total Refunded Amount:				115.39				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	115.39
Revenue Total:	115.39

General Ledger Distribution

Posting Date: 10/25/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-115.39	Yes
10-2010-2074	UNAPPLIED CREDITS	115.39	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-115.39	
98-2498-2200	DUE TO OTHER FUNDS	115.39	Yes
98 Total:		0.00	
Distribution Total:		0.00	